

7/11/56
RECEIVED
DIVISION

Chief, Regulations Control Staff

25X1

Chief, Records Management Staff

Comments on Revision of R [] Printing and Reproduction

1. I understand that records of individuals authorized to requisition printing services are maintained at both the main printing plant and at the subsidiary plant in K Building, and that these records include specimen signatures of the authorized persons. I therefore recommend that the following instructions be added to paragraph 4b:(1) on page 4:

Memorandums of designations shall be submitted in duplicate, and shall contain on each copy the facsimile signatures of the authorized persons and their alternates.

2. In paragraph 6a(2) on page 6, please include the following titles for Form Nos. 88 and 88a:

88 - Requisition and Shipping Instructions for Supplies and Equipment

88a - Continuation Sheet -- Requisition and Shipping Instructions for Supplies and Equipment

3. In paragraph b(2) on page 8, please add the following reference:

"(See R []

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Distribution:

Orig-Addressee

1 - RMS

1 - Hastings

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RMS [] jml (6 Feb 56)

2/6 [] 2/9

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2569

Chief, Records Management Staff

3 Disapproved for Adoption

1. Suggestion No. 2569 should not be adopted for the following reasons:

- a. The time required for sorting and returning the Routing and Record Sheet is much greater than the cost of the sheet itself.
 - b. The idea defeats the main purpose of the sheet, i.e. to provide for continuous routing of a document.
 - c. Preprinted or previously written designations would make this impossible.
 - d. Routing and Record Sheets often contain comments of a record nature and therefore, they should remain attached to the document.
2. Routing and Record Sheets are very inexpensive, \$2 per thousand or 2 mills for each sheet.
3. Based on the comments of the suggester it would appear to be more appropriate to use Form 237, Official Routing Slip, in lieu of the Routing and Record Sheet 610, or Form 51-17 Routing and Record Sheet used for Cables.

25X1 Mgt/S/RMS [redacted] ra(24Oct.56)

[Handwritten signature]
24 Oct 56

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24 October 1956

Chief, Records Management Staff

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